



Ames
Research
Center

VOLUNTEER INTERNSHIP PROGRAM REQUEST

☐ NEW APPLICATION ☐ EXTENSION

☐ U.S. CITIZEN

SECTION I - VOLUNTEER INTERNSHIP (To be completed by Student Intern)

STUDENT INTERN'S LAST NAME	FIRST (as reflected on I-9 Docs)	MIDDLE	
PHONE NUMBER	HOME ADDRESS (Street, City, State, Zip)		
E-MAIL ADDRESS	START DATE	END DATE (CANNOT EXCEED 6 MONTHS FROM START DATE)	TOTAL NUMBER OF HOURS PER WEEK

SCHOOL INFORMATION (Name of Educational Institution and Address, Full-time or Part-time Enrollment, Field of Study, and Expected Graduation Date) (Attach a letter from your educational institution giving you permission to participate in the Student Volunteer Internship Program and an official transcript):

DESCRIBE THE SERVICES YOU WOULD BE WILLING AND INTERESTED IN PROVIDING TO NASA. INCLUDE IN THE STATEMENT HOW DUTIES ARE RELATED TO YOUR EDUCATIONAL PURSUITS. IF MORE SPACE IS NEEDED, ATTACH A SEPARATE SHEET.

SECTION II - VOLUNTEER INTERNSHIP PROGRAM, SPONSOR INFORMATION

(To be completed by NASA ARC SPONSOR.)

CIVIL SERVANT SPONSOR (NAME, TITLE):

ORG. CODE:

EXT:

RESOURCES FOR STUDENT INTERN'S USE PROVIDED BY SPONSOR (CHECK ALL THAT APPLY):

BUILDING:

ROOM:

MAIL STOP:

☐ PHONE ☐ EMAIL ☐ COMPUTER (REQUIRES IT SECURITY TRAINING)

STATE JUSTIFICATION FOR ACCEPTING THE SERVICES OF THE PROPOSED STUDENT INTERN. INCLUDE IN THE STATEMENT A CERTIFICATION THAT THE AGENCY WILL PROVIDE AN EDUCATIONAL EXPERIENCE FOR THE INTERN. ALSO INCLUDE IN THE STATEMENT A CERTIFICATION THAT THE STUDENT INTERN WILL NOT PERFORM ANY WORK THAT IS INHERENTLY GOVERNMENTAL AND THAT SUCH SERVICES WILL NOT BE USED TO DISPLACE ANY CIVIL SERVANT EMPLOYEES.

ALL COSTS INCURRED BY THE STUDENT INTERN WILL BE PAID BY THE SPONSORING ORGANIZATION.

STUDENT INTERN CANNOT HAVE UNSUPERVISED ACCESS TO NASA FACILITIES DURING NON-BUSINESS HOURS (WEEKENDS, AFTER 6 P.M. ON WEEKDAYS).

Required Signatures

Date

Civil Servant Sponsor:

Branch Chief:

Division Chief:

Directorate:

Education Program Manager:

Office of the Chief Counsel: